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DIRECTOR OF PERSONNEL

COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

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April 19, 2010

To: William T Fujioka
Chief Executive Officer

From: Lisa M. Garrett
Director of Personnel

Subject: **NEW COUNTYWIDE WELLNESS PROGRAM**

RECEIVED
2010 APR 21 AM 10:58
CHIEF EXECUTIVE OFFICE

The Department of Human Resources (DHR) will soon launch a new wellness program, the Countywide "Fitness Challenge," in an effort to encourage employees to take steps to improve their overall health and reduce health risks. The "Fitness Challenge" is a major addition to this year's existing wellness program and targets all County employees. This program is intended to improve employee health and well-being thereby improving productivity and attendance, and lowering the incidence of illness due to poor health and lifestyle choices. We have already shared this information with representatives from SEIU Local 721 and the Coalition of County Unions.

In order to promote the Countywide "Fitness Challenge" campaign to all County employees, we are recommending a wellness kickoff event and Board proclamation. We will prepare a tri-signature memo from CEO, Parks and Recreation, and DHR announcing the launch of the program to Department Heads and Wellness Managers. Endorsement from the highest levels of management is key to the success of the program.

The Countywide "Fitness Challenge" is a five-month program utilizing collaborative partnerships with Parks and Recreation and all County-sponsored medical carriers: Anthem Blue Cross, CIGNA, Kaiser, and PacifiCare. The current Parks and Recreation campaign, "Play for Life!," which encourages people to get outdoors and be active at one of the 144 Los Angeles County Parks and Recreation facilities, will be a focal point of the program. Each month this program will highlight Parks and Recreation facilities where County employees can get active in their spare time. The carriers have agreed to host different activities, such as hiking, swimming, or walking at Los Angeles County park facilities.

Additionally, in an effort to curb overweight and obesity trends within the County employee population, DHR will also introduce an eight-week "Biggest Loser" weight loss contest

To Enrich Lives Through Effective and Caring Service

William T Fujioka
April 19, 2010
Page 2

during the second month of the "Fitness Challenge." Each department will be asked to advocate healthy weight initiatives and join the fight to reduce this trend. We have learned that over 30 serious diseases are tied to obesity and could be prevented with weight management. You will hear more specifics about the program in the near future as details are decided upon.

If you have any questions, please contact me at (213) 974-2406 or your staff may contact Maryanne Keehn, Senior Human Resources Manager, at (213) 738-2255.

LMG:MLH
MTK:MEG:sl

g)SpecialProjects/FitnessChallenge/CountywideFitnessChallengeMemo to CEO.04.19.10

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April 20, 2010

To: Each Supervisor

From: Lisa M. Garrett 
Director of Personnel

Subject: **POLICIES ON ATTENDANCE, MANAGING SICK LEAVE, AND RETURN TO WORK**

RECEIVED
2010 APR 21 AM 10:00
CHIEF EXECUTIVE OFFICE

Attached for your review are draft Policies, Procedures and Guidelines (PPG) on Attendance (PPG 531), Managing Sick Leave (PPG 530), and Return-to-Work (PPG 601). These policies were developed in collaboration with the Office of County Counsel and the Chief Executive Office's (CEO) Risk Management Branch, Employee Relations Division (ER), and Compensation Policy Division to address issues and challenges facing County departments in the area of leave and absence management. We also consulted Liebert Cassidy Whitmore and obtained input from a working committee comprised of managers in various County departments. Our next step in the process is to request CEO-ER to consult with the various County Unions before final distribution to all County departments.

Please contact me if you have any questions or comments, or your staff may contact Marian Hall, Assistant Director, at (213) 974-2631.

LMG:MH
MCF:hl

Attachments (3)

c: William T Fujioka, Chief Executive Officer
Andrea Sheridan Ordin, County Counsel
Deputy Chief Executive Officers
Jim Adams, CEO-Employee Relations

i/PPG New/Memo to Each Sup.4.20.10

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County of Los Angeles
Department of Human Resources
POLICIES, PROCEDURES, AND GUIDELINES

Subject: ATTENDANCE	Policy Number: 531	Page(s):
	Effective Date: - DRAFT -	
	Approved By: /s/	

POLICY

It is County Policy that departments must comply fully with the provisions of law as expressed in the Los Angeles County Code, the California Kin Care Law (Labor Code Section 233, 234), the California Fair Employment and Housing Act, (including but not limited to the California Family Rights Act and the Pregnancy Disability Leave Act), the Federal Family and Medical Leave Act, the Federal Americans with Disabilities Act, or any other applicable laws.

Collectively, these laws provide authorization for a diverse and extensive set of leaves that County employees may legitimately take. For those employees who are not on an approved leave, it is County Policy that all employees are required to report to work as regularly scheduled and on time. This is necessary to maintain an effective and efficient level of service to the public.

This policy reaffirms the County's commitment to establishing standards for regular and punctual attendance, and establishes basic guidelines on managing absences and leaves. No policy can contemplate all circumstances. Supervisors are expected to exercise good judgment in applying this policy and guidelines.

GUIDELINES

Work schedules and designated starting and end times, lunch breaks, and rest periods are established by each appointing authority or his/her designee based on the needs of his/her department. Employees are expected to arrive at their assigned work locations able to perform all of the essential functions of their positions and ready to work at their designated starting times. Employees are also expected to return to work from meal and other breaks as scheduled.

Each manager or supervisor is responsible for communicating work schedules, attendance expectations, and absence reporting or requesting requirements to his/her subordinates.

Subject:

ATTENDANCE

Policy Number: 531

Effective Date: - D R A F T -

Each department is responsible for training its managers and supervisors in proper techniques for managing absences. Such training should cover:

- Proper communication of attendance standards;
- Differentiating between unauthorized and authorized absences;
- Enforcing departmental absence policies uniformly and consistently;
- Maintaining attendance data and documenting absences;
- Obtaining advice and assistance from a department's Human Resources Office;
- Investigating potential problems;
- Using performance management to deal with attendance problems;
- Imposing appropriate discipline.

Absenteeism

The term "absenteeism" generally includes absences where employees are taking leaves authorized by law, as well as absences that are not authorized by law. In this policy, the term "absenteeism" means an employee's failure to report to work or to remain at work as scheduled without prior supervisory approval or notice. By definition, in this policy absenteeism is synonymous with "unscheduled absence"

Absenteeism also includes tardiness: tardiness is defined as the failure to report to work at the scheduled time, the failure to return to work following a break on time, or leaving work early without approval.

In general, excessive absenteeism, including tardiness, is that level of absence which disrupts the work of the department or its organizational units. Because of the variety of work and of organizational structures that exist in the County, each department is responsible for defining, for each of its units, what constitutes excessive absenteeism, and for communicating attendance expectations to its employees.

Department managers must ensure that subordinate supervisors distinguish leaves that are protected by law from those that are simply the result of an employee's failure to observe attendance standards. Disciplinary measures must not be taken in a case where what appears to be absenteeism is actually leave taken that is permitted by law. However, managers and supervisors should be reminded that in cases where there may be doubt about an employee's leave, management may ask for verification of the leave in accordance with County Code Section 6.20.120.

Departments must also stress to employees that excessive absenteeism will result in appropriate disciplinary action. Note that ordinarily discipline imposed should be in accordance with progressive steps such as counseling, oral reprimand, written reprimand, suspension, discharge. But when the employee's offense is serious, stronger discipline may be justified. Thus in this policy document the term "appropriate discipline" is used.

Subject:

ATTENDANCE

Policy Number: 531

Effective Date: - D R A F T -

Further, to reduce the incidence of excessive absenteeism, departments are expected to take the following actions:

- Establish standards for attendance and for evaluating the occurrence of unscheduled absences;
- Monitor, track and analyze the occurrence of unscheduled absences;
- Document employees' failures to meet the standards in performance evaluations, and apply the standards consistently and uniformly;
- Take appropriate disciplinary steps for those employees who do not meet departmental standards because of excessive absenteeism.

Unscheduled Absence Reporting

County Code Section 5.16.030 requires an employee who is absent because of sickness to immediately notify his/her supervisor of his/her absence. It is County policy that this immediate notification requirement extends beyond sick leave and applies to any cause for an unscheduled absence.

An unscheduled absence is the failure to report and remain at work as scheduled without prior supervisory approval. Most unscheduled absences are due to unanticipated personal reasons, for example, sickness or injury. Each employee must inform his/her supervisor that he/she will not be at work as scheduled as soon as the employee learns of his/her inability to work. If the employee is not physically able to notify his/her supervisor, he/she is responsible for ensuring that someone does notify the supervisor. Notification should be made well before the start of the employee's shift.

Following the initial notification, the employee must inform his/her supervisor of the expected date of return to work. If this is unknown, the employee is required to report periodically, as instructed by the supervisor.

Departments must establish absence reporting requirements and train their employees and supervisors accordingly.

Medical Certification Requirement For Sick Leave

The County recognizes that some unscheduled absences are unavoidable: principally, those due to illness or injury. The County provides Sick Leave (or MegaFlex Leave) to cover absences due to these circumstances, with the expectation that such leaves will be used only when an employee or an immediate family member is truly ill or injured.

A supervisor may require the employee to furnish a doctor's certificate or other proof satisfactory to the department, pursuant to County Code Section 6.20.120. Generally, this occurs when an employee exhibits a pattern of absences, or frequent and prolonged absences.

Subject: ATTENDANCE	Policy Number: 531 Effective Date: - D R A F T -
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This policy mandates a medical certification when an employee is absent more than five consecutive work days; departments that currently require such certification after a shorter period may continue their current policy.

The medical certification must:

- List the dates of absences and include a statement that the employee was unable to work for that specific period because of functional limitations on the employee's capacity to work;
- Be signed by a licensed physician or licensed practitioner;
- Be presented by the employee to the supervisor on the first day back to work or as soon as practicable.

Note that the management of sick leave is covered in a separate Policy Statement: *Managing Sick Leave*; departments needing additional information about dealing with the abuse of sick leave should refer to this Policy Statement.

Requesting Scheduled Absences

A scheduled absence is any absence that is approved a minimum of one work day in advance by an employee's supervisor. The approved absence may be paid (covered by an accrued leave) or unpaid; it may be a full or a partial workday.

Departments may require more advance notice depending on the number of leave days requested or the needs of the service. An employee's request to leave work early may be considered by his/her supervisor on the same day. These absences which are initiated by the employee and which require prior approval of the employee's supervisor are allowed only where the needs of County service permit.

An employee must inform his/her supervisor at the employee's earliest knowledge of the need to take such leaves as Jury Duty or Witness Leave for which the need may arise unexpectedly, and which are essentially beyond the control of the employee. These leaves are provided in the County Code and allow an employee to be away from work for certain reasons. To the extent possible, an employee should notify his/her supervisor as soon as the employee is aware even of a potential need for leave, and request such leave at least one day in advance. Departments may request verification of the need for these leaves, as provided in County Code Section 6.20.120.

An employee's request for a scheduled absence must be made in writing. Departments are free to determine the format, timing, and other requirements for submitting such requests, and must insure that employees are aware of all such requirements. An example of a Request Form is contained in Appendix A.

Subject: ATTENDANCE	Policy Number: 531 Effective Date: - D R A F T -
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Unreported Absences of Three (3) Days or More

An employee who, without prior authorization or notification, is absent or fails to discharge his/her regularly assigned duties for three (3) consecutive regular working days, is considered to have resigned from County service per County Code 5.12.020. To ensure that all provisions of County Code are met, the supervisor/manager must immediately notify the Departmental Human Resources Manager. It is only after the department complies with applicable due process requirements that the employee may be released from employment due to voluntary resignation by job abandonment.

AUTHORITY

Los Angeles County Code Sections 5.12.020 and 6.20.120.
California Kin Care Law (Labor Code Section 233, 234)
California Fair Employment and Housing Act
California Family Rights Act and the Pregnancy Disability Leave Act
Federal Family and Medical Leave Act (FMLA)
Federal Americans with Disabilities Act (ADA)

DATE ISSUED/REVIEW DATE

Original Issue Date:

Review Date:

Subject: ATTENDANCE	Policy Number: 531 Effective Date: - D R A F T -
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APPENDIX A

**COUNTY OF LOS ANGELES
TIME-OFF REQUEST**

TO:	FROM:	DATE:
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REQUEST PERMISSION TO:	FROM: (DATE)	TO: (DATE)	NO. OF HOURS
TAKE HOLIDAY TIME OFF			
TAKE PERSONAL SICK TIME OFF			
TAKE SICK TIME OFF			
TAKE VACATION TIME OFF			
TAKE AWOP TIME OFF			
TAKE OTHER TIME OFF (indicate kind of leave, e.g., bereavement, military, jury duty, civil service exam, etc.)			
TAKE ACCRUED COMPENSATORY TIME OFF (CTO)			
TAKE ELECTIVE LEAVE			
TAKE NON-ELECTIVE LEAVE			

REASON/COMMENTS: _____

EMPLOYEE'S SIGNATURE

DATE

GRANTED: _____ DENIED: _____
REASON DENIED: _____

SUPERVISOR'S SIGNATURE

DATE

DIVISION MANAGER'S SIGNATURE

DATE



County of Los Angeles
Department of Human Resources
POLICIES, PROCEDURES, AND GUIDELINES

Subject: MANAGING SICK LEAVE	Policy Number: 530	Page(s):
	Effective Date: - DRAFT -	
	Approved By: /s/	

POLICY

It is County policy that departments must comply fully with the provisions of law as expressed in the Los Angeles County Code, the California Kin Care Law (Labor Code Section 233, 234), the California Fair Employment and Housing Act, (including but not limited to the California Family Rights Act and the Pregnancy Disability Leave Act), the Federal Family and Medical Leave Act, the Federal Americans with Disabilities Act, or any other applicable laws.

Each of these laws affords employees the right to take various leaves for certain reasons. It is also County Policy that in taking one of these leaves, a County employee is taking the leave for the specific reason for which the law was established and in strict conformance with the law's provisions.

Thus supervisors and managers have a legal obligation, as well as a responsibility to the public, to ensure that Sick Leave is used as intended for actual illnesses and injuries or for those specific uses authorized by the County Code or other laws.

GUIDELINES

OVERVIEW

These guidelines are intended to provide supervisors with the information needed to manage effectively the use of Sick Leave by their subordinates. Managers and supervisors must be pro-active in managing Sick Leave to reduce potential and actual Sick Leave abuse while still affording employees opportunities to use leave to which they are entitled.

In applying these guidelines, wherever in this policy document the term "Sick Leave" is used in the context of managing its use, this term includes "Sick Leave," as earned by non-MegaFlex employees, as well as "NonElective Leave" and "Elective Leave" earned and used by MegaFlex employees to cover absences due to illness or injury. The term "Sick Leave" as used in this policy refers to paid leave for an employee's absence on a relatively short term basis when he/she or the employee's child, parent, spouse, or

Subject:

MANAGING SICK LEAVE

Policy Number: 530

Effective Date: - D R A F T -

domestic partner is ill or injured. The term Sick Leave does not include absences that have been designated as Family Leave, such as an extended absence for the employee's own serious health condition, because such absences are specifically covered in DHR's on-line publication *Family Leave Policy Guidelines*. Also, the term "Sick Leave" does not include absences for illnesses and injuries deemed compensable as work-related, nor for disabilities approved for coverage by MegaFlex's Short Term Disability plan, since such absences must be medically certified and are subject to review and approval by a third party.

SICK LEAVE PROVISIONS DEFINED IN COUNTY CODE

Supervisors and managers must be thoroughly familiar with the following operative provisions of Sick Leave to accurately monitor subordinates' Sick Leave usage and ensure compliance with this policy and other existing code requirements.

FULL-PAY SICK LEAVE, NON-MEGAFLEX EMPLOYEES

Eligibility for Full-Pay Sick Leave

To be eligible to earn Full (and Part-Pay) Sick Leave, non-MegaFlex employees must be on one of the following Item Subs:

Full time, Permanent ("A" and "N" item subs)
Monthly Recurrent ("B" item sub)
Monthly Temporary ("M" and "O" item subs)
Part-time Daily or Permanent part time, as long as the part time is at ½ time or more ("C", "D", "E", "U", "V", "W", "X", "Y" and "Z" item subs).

Earning Full-Pay Sick Leave

During each pay period, eligible employees earn some fraction of an hour of Full-Pay Sick Leave for performing the following (active service) hours that are counted for leave accrual purposes:

- Regular hours worked or scheduled;
- Full and part-pay leave taken, such as Vacation, Compensatory Time Off (accumulated overtime taken), Part-Pay Sick Leave, etc;
- Industrial Accident Leave covered by County Code or California Labor Code 4850 benefits.

Subject:	Policy Number: 530
MANAGING SICK LEAVE	Effective Date: - D R A F T -

The following hours are not qualifying; thus employees do not earn Sick Leave for:

- Unpaid absences (AWOP);
- Overtime worked;
- Regular weekend RDO hours (i.e., two day [16 hours] based on a 5/40 schedule);
- LTD hours, or Workers' Compensation hours after salary continuation benefits have ended.

Note: If either LTD or IA AWOP hours are being supplemented with accrued leave, these hours do qualify as active service hours

The total amount of Full-Pay Sick Leave earned by each eligible (40 hour) employee each year ranges between 64 and 96 hours, depending upon the County Code or his/her Bargaining Unit and years of County Service. Full-Pay Sick Leave accrual for each year begins January 1 or when an employee enters service, and ends each year when the employee reaches the maximum number of hours specified for his/her class or Bargaining Unit and years of service, or at the end of the year. The accrual begins anew each January 1.

Using Full Pay Sick Leave, non-MegaFlex employees

Sick Leave at full pay may be used for:

- An absence resulting from injury, illness, disability, or pregnancy including childbirth or related medical condition;
- Medical or dental care scheduled in advance, such as physical examinations, dental examinations, or eye examinations for glasses or contact lenses. Using Sick Leave for these purposes requires prior supervisory approval;
- Under the California Kin Care law, an employee is entitled to use that amount of Sick Leave the employee earns in any calendar year during a six-month period to attend to the illness or injury of a child, parent, spouse, or domestic partner.

Non-MegaFlex employees may elect to use Vacation, Compensatory Time Off (accumulated overtime taken), or Holiday time to cover their absences rather than using Full Pay Sick Leave. When Vacation or other leave is being used for non-emergency care, such as doctor appointments, prior supervisory approval is required.

However, a non-MegaFlex employee may not use Sick Leave for a vacation or any other absence, unless the Sick Leave qualifies as "Personal Leave," as discussed below.

Personal Leave

Non-MegaFlex employees (on a 40-hour work week) who earn Sick Leave may use up to a maximum of 96 hours (or 144 hours if employed on a 56-hour work week) per

Subject:

MANAGING SICK LEAVE

Policy Number: 530

Effective Date: - D R A F T -

calendar year of his/her Sick Leave as Personal Leave. Personal Leave is defined as any leave, taken for personal reasons, which does not interfere with the public service mission of the department. Prior supervisory approval must be obtained by an employee before he/she can use Sick Leave as Personal Leave. See Appendix A for a sample Time-Off Request form.

Personal Leave may also be used to care for a spouse (including a domestic partner), child, or parent who is ill. In this case, prior supervisory approval may not be always be feasible, but it should be obtained when the need to give care is anticipated.

PART-PAY SICK LEAVE

At the beginning of each calendar year, employees who are eligible to accrue Full-Pay Sick Leave as described above and who have completed six months or more of continuous service are entitled to receive various amounts of Part-Pay Sick Leave hours, at either 65% pay or 50% pay. The amount an employee receives is based on the employee's length of service, as shown on the table found in Appendix C. Unused Part-Pay Sick Leave from any year does not carryover to the following year:

Using Part-Pay Sick Leave

Following are conditions pertaining to using Part-Pay Sick:

- All previously accrued full pay Sick Leave must be exhausted before Part-Pay Sick Leave can be used. Once an employee is receiving Part-Pay Sick Leave, the employee must continue to use it until it is exhausted, or until the employee returns to work; the employee cannot use any other 100% time unless specifically authorized to do so by the department head.
- Once the employee has actually returned to work on either a full-time or limited duty, intermittent basis, the employee must use any Full Pay Sick Leave which the employee earned while using Part-Pay Sick Leave and thereafter, before using Part-Pay Sick Leave to cover any subsequent illness.
- Sick Leave at Part-Pay may not be used for non-emergency medical or dental care.
- An absence that begins in one calendar year and continues into the next is called a "continuous absence." When an employee begins a continuous absence and begins using Part-Pay Sick Leave in one calendar year, the employee is required to use it into the next year until it is exhausted. The employee may not use any new full pay Sick Leave and may not use any new Part-Pay Sick Leave that would have otherwise been available on January 1 of the following calendar year. The employee may not use any of the following calendar year's allotment of Part-

Subject:	Policy Number: 530
MANAGING SICK LEAVE	Effective Date: - D R A F T -

Pay Sick Leave until after the employee actually returns to work; such return may be on an intermittent or part-time basis.

- An employee may not use, in the aggregate, more Part-Pay Sick Leave in any calendar year than is authorized for that one year based on the employee's length of service. Accordingly, when an employee's continuous absence extends from one year to the next and the employee uses the previous year's Part-Pay Sick Leave during the following year, the amount of the previous year's Part-Pay Sick Leave that is used in the new year must be deducted from the new allotment of Part-Pay Sick Leave granted to the employee on January 1.

OTHER SICK LEAVE PROVISIONS

An employee may carry over unused Sick Leave that he/she has earned during the year or in previous years to each following year. This process is repeated at the end of each year, and there are no limits on the amount of Sick Leave that an employee can accrue.

Certain employees who, for a period of six months, do not use any Sick Leave for any reason, including personal reasons, may sell back to the County some number of days of Full-Pay Sick Leave; most employees may sell back three days, but some Bargaining Units have negotiated a different number of days. The six-month periods are specified in County Code Section 6.20.030 and in the MOU's of those Bargaining Units that have negotiated different Sick Leave buyback provisions.

Upon termination from County service, full time, permanent employees with at least five years of continuous service are paid for one-half of their unused Full-Pay Sick Leave (that Sick Leave earned as described above), to a maximum of 90 days (720 hours), or for 56-hour employees, 135 days (1080 hours).

WHEN MEGAFLEX EMPLOYEES GET SICK

MegaFlex employees do not accrue Full Pay (or earn Part-Pay) Sick Leave. In lieu of Sick Leave (and Vacation Leave), a MegaFlex employee earns or purchases two kinds of annual leave, NonElective and Elective. A MegaFlex employee earns up to 10 days of NonElective Leave per year, based on the number of active days of service an employee has accumulated during a calendar year, as shown on the table in County Code section 5.28.330. In 2012, when semi-monthly pay is fully implemented, MegaFlex employees will earn four hours of NonElective Leave each pay period, to a maximum of 80 hours. Earned time is posted but not available until January 1 of the following year. A MegaFlex employee may purchase in advance up to 20 days of Elective Leave during the annual enrollment in the MegaFlex cafeteria program or upon entry into MegaFlex.

If they are sick, MegaFlex employees can use any unused Full Pay Sick Leave that they earned before they entered MegaFlex. However, MegaFlex employees with accrued Sick Leave are not permitted to use Full Pay Sick Leave for "Personal Leave" as

Subject:

MANAGING SICK LEAVE

Policy Number: 530

Effective Date: - D R A F T -

described above for non-MegaFlex employees. Before they can use any Elective Leave, MegaFlex employees who are sick must use either accrued Sick Leave or any other previously accrued leave. MegaFlex employees who are not sick may not use Sick Leave, and must use any other accrued leave available to them before using Elective Leave. If they are not sick, and accrued Sick Leave is the only leave available to them other than Elective Leave, then they may use Elective Leave (with supervisory approval).

NonElective Leave earned in a year does not get credited to an employee's account until January 1 of the following year, at which time it is available for use. However, this Non-Elective Leave cannot be used until the employee has completed one year of County service.

An employee may not use NonElective or Elective Leave without prior supervisory approval; with a supervisor's approval, it can be used for any purpose.

Under California Kin law, an employee is entitled to use the amount of Sick Leave he/she currently earns during a 6-month period to attend to an illness of a child, parent, spouse, or domestic partner; thus supervisors must approve a MegaFlex employee's use of up to five days (40 hours) of NonElective Leave for this purpose.

Although MegaFlex employees do not earn Part Pay Sick Leave, an employee with a serious illness may qualify for the Short Term Disability plan provided by the MegaFlex cafeteria plan.

SICK LEAVE REPORTING

Absences for which using Sick Leave is appropriate may be either scheduled or unscheduled. A scheduled Sick Leave absence is any absence, either for a full or a partial workday, that is approved in advance by an employee's supervisor. Such absences are usually for medical or dental office visits, treatments, etc., which can be scheduled in advance. These are the guidelines for supervisors and employees to follow in requesting/approving scheduled absences:

- If possible, employees should schedule these visits in advance and recognize the public service needs particular to their workplace;
- Employees should notify their supervisors as soon as they have scheduled such an appointment, and not less than one work day in advance;
- Supervisors should accommodate a subordinate's request where practicable;
- An employee must submit his/her request to use Sick Leave (or any other available leave) for a scheduled absence in writing.

Appendix A contains a form developed by the Department of Human Resources that all departments may use when requesting scheduled absences.

Subject:

MANAGING SICK LEAVE

Policy Number: 530

Effective Date: - D R A F T -

More problematic are unscheduled absences due to the sickness or injury of either the employee or a family member which can occur at any time. County Code Section 5.16.030 requires an employee who is absent because of sickness to immediately notify his supervisor of his/her absence. Thus each employee must inform his/her supervisor that he/she will not be at work as scheduled as soon as the employee learns of his/her inability to work due to either the employee's or his/her family member's illness/injury. These are the guidelines for supervisors and employees to follow in requesting and managing unscheduled absences:

- The employee must personally notify his/her supervisor of his/her absence as much as possible in advance of the employee's shift;
- If the employee is not able to personally contact his/her supervisor, he/she must ensure that someone reports his/her absence to his/her supervisor;
- Employees are expected to give their supervisor their best estimate about when they will return to work;
- If the employee does not provide an estimated return date, supervisors should ask when a subordinate expects to return;
- Employees are expected to call in every day unless the supervisor and subordinate otherwise agree about when and how often the employee should subsequently report to the supervisor during the employee's absence;
- An employee must immediately inform his/her supervisor when he/she realizes that a previously-specified expected return date will not be met, and must provide a new such date.

PRO-ACTIVE MANAGEMENT OF POTENTIAL SICK LEAVE ABUSE

The abuse of Sick Leave may be indicated by an employee's chronic or persistent use of Sick Leave, using Sick Leave at a frequency that exceeds what most coworkers take, taking Sick Leave when the employee is not sick, having recurring Sick Leave absences on certain days such as Mondays or Fridays or around holidays, or taking Sick Leave following the denial of a day off.

Because Sick Leave abuse can disrupt the work of a department's organizational units, managers and supervisors must clearly communicate attendance expectations to their employees.

Departments must also stress to employees that abuse of Sick Leave will result in appropriate disciplinary action, ultimately including discharge. That the County considers this to be a significant aspect of its policy is clearly illustrated by County Code Section 5.16.040:

"Unwarranted sick leaves shall be deemed an abuse of the provisions of the salary ordinance allowing leaves of absence on full pay for illness. If any appointing officer finds that any county employee under his supervision has abused or is abusing such sick-leave privileges, such officer, for the first offense,

Subject:

MANAGING SICK LEAVE

Policy Number: 530

Effective Date: - D R A F T -

may suspend any such employee for a period of 30 days without pay, and for a second offense may take steps for the discharge of any such employee. It is hereby declared to be the sense of the board of supervisors that further abuse following suspension for prior abuse shall constitute sufficient grounds for discharge from county service."

Each department is responsible for training its managers and supervisors in proper techniques for managing Sick Leave abuse. Such training should cover:

- Proper communication of Sick Leave standards;
- Differentiating between unauthorized and authorized absences;
- Enforcing departmental Sick Leave policies uniformly and consistently;
- Maintaining attendance data and documenting Sick leave and other absences;
- Obtaining advice and assistance from a department's Human Resources Office;
- Investigating potential problems;
- Using performance management to deal with apparent Sick Leave abuse;
- Imposing appropriate discipline.

Medical Certification Required

If an employee's absence, ostensibly due to sickness or injury, exceeds five successive days, his/her supervisor must request that this employee furnish medical certification. Note that departments that currently require such certification after a shorter period may continue their current policy.

The supervisor must not ask for the employee's medical diagnosis or other protected health or personal information.

The medical certification must:

- List the dates of absences and include a statement that the employee was unable to work for that specific period because of functional limitations on the employee's capacity to work;
- Be signed by a licensed physician or licensed practitioner;
- Be presented by the employee to the supervisor on the first day back to work or as soon as practicable.

See Appendix B for a sample Medical Certification form.

This action is taken pursuant to County Code Section 6.20.120, which provides that a supervisor may, at any time, require an employee to furnish medical certification or other proof of illness or injury satisfactory to the department head before the absence is authorized.

Subject:

MANAGING SICK LEAVE

Policy Number: 530

Effective Date: - D R A F T -

A supervisor does not need to wait until an employee's absence exceeds five days; a supervisor must consider the possibility that an employee may be abusing Sick Leave, and take any necessary action. Supervisors should be encouraged to contact their departments' Human Resources staff for advice and assistance in investigating or handling a case of potential Sick Leave abuse. Some indications of possible abuse are frequent and prolonged absences, or absences that seem to follow a pattern, such as absences falling on the same day surrounding a weekend. Supervisors must not hesitate to tell an employee about management's concerns about that employee's absences, but must also respect the employee's privacy. Supervisors also must realize that sometimes circumstances are beyond the employee's control.

Further, to reduce the incidence of Sick Leave abuse, departments are expected to take the following actions:

- Establish standards for evaluating the use of unscheduled Sick Leave;
- Monitor, track and analyze the occurrence of unscheduled Sick Leave;
- Document employees' failures to meet the standards for attendance in performance evaluations, and apply the standards consistently and uniformly;
- Take appropriate disciplinary steps for those employees who do not meet departmental standards for attendance.

Addressing Specific Misuses of Sick Leave

Managers and supervisors must ensure that the following specific abuses which have been identified previously are not repeated.

First, when an employee is using Full Pay Sick Leave and then begins using Part-Pay Sick Leave, he/she must continue to use Part Pay Sick Leave, unless the employee's department head specifically authorizes the use of another leave, even when the absence continues into the following calendar year. Such employee may not use the new year's Part-Pay Sick Leave or any Full Pay Sick Leave the employee may have earned while absent until the employee actually returns to work on either a part-time or full time basis. Policy provides that each department must ensure that the employee is truly ready and able to return to work. Prior to accepting an employee's return to work, a supervisor should consult with the return-to-work coordinator in the department's HR office. Departments may require the employee to furnish a release to return to work approved by the employee's physician or medical practitioner. Unless it is clear that an employee was released to return to duty and a new absence arising shortly after a return-to-work is due to an entirely new cause, departments should revoke the employee's return and restore that usage of the prior year's Part Pay Sick Leave that was being used prior to the return-to-work.

Second, there is a design feature in the payroll/personnel system that pays an employee his/her cafeteria plan contribution each month that the employee has at least eight hours in a pay status in the preceding month. However, an employee who is

Subject:

MANAGING SICK LEAVE

Policy Number: 530

Effective Date: - D R A F T -

absent and using AWOP on his/her timecard may not use just one day of Sick Leave, or any other leave, in conjunction with the AWOP per month over a period of several (or many) months. When an employee uses leave in this manner, it is presumed the he/she is doing so in order to maintain his/her cafeteria contribution, and it is County Policy that this may not be done because it is not consistent with the purposes of providing benefits through a cafeteria plan.

ADDITIONAL INFORMATION

Supervisors and managers who need additional information about the various leave programs referenced above should refer to the following sources:

For Family Leave, including FMLA, CFRA, and PDL provisions, please see DHR's *FAMILY LEAVE POLICY GUIDELINES*.

For various Sick Leaves, NonElective Leave and Elective Leave, Short Term Disability Leave, and Workers' Compensation (leaves resulting from work-related illnesses or injuries) please see DHR's *INTERPRETIVE MANUAL*.

Both of these documents are available on DHR's Intranet Website (<http://dhr.mylacounty.info/>)

AUTHORITY

Los Angeles County Code Sections 5.28.330, 6.20.120, 6.20.030
California Kin Care Law (Labor Code Section 233, 234)
California Fair Employment and Housing Act
California Family Rights Act and the Pregnancy Disability Leave Act
Federal Family and Medical Leave Act (FMLA)
Federal Americans with Disabilities Act (ADA)

DATE ISSUED/REVIEW DATE

Original Issue Date:

Review Date:

Subject:	Policy Number: 530
MANAGING SICK LEAVE	Effective Date: - D R A F T -

APPENDIX A

**COUNTY OF LOS ANGELES
TIME-OFF REQUEST**

TO:	FROM:	DATE:
------------	--------------	--------------

REQUEST PERMISSION TO:	FROM: (DATE)	TO: (DATE)	NO. OF HOURS
TAKE HOLIDAY TIME OFF			
TAKE PERSONAL SICK TIME OFF			
TAKE SICK TIME OFF			
TAKE VACATION TIME OFF			
TAKE AWOP TIME OFF			
TAKE OTHER TIME OFF (indicate kind of leave, e.g., bereavement, military, jury duty, civil service exam, etc.)			
TAKE ACCRUED COMPENSATORY TIME OFF (CTO)			
TAKE ELECTIVE LEAVE			
TAKE NON-ELECTIVE LEAVE			

REASON/COMMENTS: _____

EMPLOYEE'S SIGNATURE

DATE

GRANTED: _____ DENIED: _____
REASON DENIED: _____

SUPERVISOR'S SIGNATURE

DATE

DIVISION MANAGER'S SIGNATURE

DATE

Subject:

MANAGING SICK LEAVE

Policy Number: 530

Effective Date: - D R A F T -

APPENDIX B

MEDICAL CERTIFICATION FORM

County Department Name _____

Address _____

Phone Number _____

Fax Number _____

Work Status Report

Patient's Name: _____

Was seen on: _____

Time off from work: From (Date) _____ To (Date) _____

Patient may return to work on: _____

No Work Restriction (Mark 'X' if applicable) _____

Work Restriction (Mark 'X' if applicable) _____

(If Applicable) The patient has the following work restrictions:

(If Applicable) The patient has a follow-up appointment on _____

Health Care Provider Signature _____ Date: _____

Print Name _____

Name of Health Care Provider Company _____

Address _____

Phone _____

Fax Number _____

Subject:	Policy Number: 530
MANAGING SICK LEAVE	Effective Date: - D R A F T -

APPENDIX C

PART PAY SICK LEAVE TABLE

Continuous Service	Hours At:	
	<u>65% Pay</u>	<u>50% Pay</u>
6 months-1 year	0	40
1 –2 years	40	40
2 – 5 years	80	80
5 – 10 years	160	240
10 years	320	240
11 years	320	280
12 years	320	320
13 years	320	360
14 years	320	400
15 years	320	440
16 years	320	480
17 years	320	520
18 years	320	560
19 years	320	600
20 years	320	640
21 years	320	720
22 years	320	800
23 years	320	880
24 years	320	960
25 years	320	1040
26 years	320	1120
27 years	320	1200
28 years	320	1280
29 years	320	1360
30 or more years	320	1440



County of Los Angeles
Department of Human Resources
POLICIES, PROCEDURES, AND GUIDELINES

Subject: RETURN-TO-WORK	Policy Number: 601	Page(s): 8
	Effective Date: -- DRAFT --	
	Approved By:	

POLICY

All departments are required to develop, implement, and maintain a Return-to-Work Program. The program must manage efforts of returning injured or ill employees to suitable employment to minimize the effects of employees' disabilities, reduce the costs associated with employees' lost time, and comply with anti-discrimination laws.

The head of each department or institution is responsible for developing and implementing an effective Return-to-Work Program adapted to the department's or institution's specialized needs. In pursuing this directive, it is the duty of the department or institution heads to develop return-to-work policies and procedures and identify those responsible for implementing them.

GUIDELINES

Specific guidelines relating to return-to-work processes, file management, medical certifications, leaves of absence, the return-to-work self-assessment tool, and other subjects exist as distinct policies and/or training materials. More information on the Return-to-Work Program can be found at <http://ceo.lacounty.gov/mpn> under the "Return-to-Work Unit" heading.

Subjects covered in the materials on the website include such topics as:

- Industrial accident processing
- File management
- Protocols for how to handle certain return-to-work activities:
 - Interactive process meetings
 - Return-to-work -- usual and customary
 - Work hardening transitional assignments
 - Conditional assignment agreements

Subject:	Policy Number: 601
RETURN-TO-WORK	Effective Date: -- D R A F T --

- Expired medical certifications
- Short-term disability
- Long-term disability
- Medical release
- Pregnancy leave/Family Medical Leave
- Disability retirement
- Standardized forms, letter templates, work hardening and conditional assignment agreements, and interactive process meeting documentation.

PROCEDURES

Return-to-Work Program

An employee who is disabled due to injury or illness or is otherwise unable to return to work for a medical reason and needs reasonable accommodation to perform the essential functions of the position may be placed in the department's Return-to-Work Program. The objective of the Return-to-Work Program is to return the employee to productive work as soon as feasible after his/her injury or illness.

The cornerstone of the program is appropriate, prompt, interactive communication with the employee, and the physician when appropriate. The purpose of communication with the employee and physician is to explore any potential reasonable accommodation that could be made to allow the employee to return to work. The purpose of the communication with the treating physician is to inform the physician about the physical demands of the employee's usual and customary assignment.

If the usual and customary assignment requires physical or mental demands that are not compatible with the work restrictions of the employee, the employee's supervisor, in conjunction with the return-to-work staff, will explore providing the employee a work hardening transitional assignment compatible with the work restrictions. This temporary assignment can last until the employee's medical condition has reached a permanent and stationary status. The supervisor and departmental return-to-work staff will review and update the work hardening transitional assignment every twelve weeks with the employee. The work hardening assignment should be a meaningful and productive assignment within the usual work group of the employee. If this cannot be arranged, a department should explore a work hardening transitional assignment in another work area.

To accomplish the goal of return-to-work, the Americans with Disabilities Act (ADA) and Fair Employment and Housing Act (FEHA) require the employer to engage in a timely, good faith, interactive process with an employee with a known disability to explore effective reasonable accommodations for the employee. When an employee is determined to be permanent and stationary or to have reached maximum medical improvement with restrictions that limit the employee's ability to return to their usual and

Subject:	Policy Number: 601
RETURN-TO-WORK	Effective Date: -- D R A F T --

customary position, the department shall perform a reasonable accommodation evaluation. As part of the evaluation process, the department shall define the essential functions of the job, clarify work restrictions, research and evaluate possible accommodations, and hold timely good faith interactive processes with the employee.

The department shall be proactive at every stage of the return-to-work process. This means one or more persons in a position of supervision or management, including the departmental human resources office, must communicate directly and openly with the employee in an effort to determine effective reasonable accommodations. Such interactions shall be timely and documented. It may be necessary to conduct multiple interactive process meetings with employees to reach or show a good faith effort to accommodate.

There are a number of outcomes for the employee once his or her status is permanent and stationary, most of them involving the employee's return to work. For placement in any work assignment, the employee must be able to perform the essential duties of that job. Options for outcomes include:

- Return to his or her usual and customary assignment with no restrictions.
- Return to his or her usual and customary assignment with reasonable accommodation for any medically necessary restrictions.
- Assignment and placement in a different and vacant assignment where the employee is qualified to perform the essential duties of the job with or without reasonable accommodation for any medically necessary restrictions.
- Interdepartmental assignment and placement, taking into consideration any medically necessary restrictions and after exhausting all options for internal placement.
- Disability retirement for those employees whose retirement plans have such a provision (if the employee meets the requirements of the plan).
- Medical separation of the employee from County employment.

The intent of the Return-to-Work program is to resolve the employee's situation. The County, the public, the department and the employee benefit when the employee is able to fill a funded position and to perform the duties necessary to meet the public need. Department management, supervisors, employees and treating physicians will work with the department's Return-to-Work staff and Chief Executive Office Risk Management in order to determine an effective, timely and permanent resolution.

Return-to-Work File Management

Return-to-work files must be properly organized and maintained. The file must include the Employee Profile form (Appendix A) and Activity Sheet (Appendix B) on the inside front cover. All incoming mail must be sorted in a timely manner, placed in the proper files and acted on appropriately. Documentation should be filed in a chronological manner to allow for easy handling of the file and secured in the file. Immediate corrective action should be implemented to ensure that medical certifications are

Subject:	Policy Number: 601
RETURN-TO-WORK	Effective Date: -- D R A F T --

current, plans of action are in place, and diary systems are implemented to indicate when future action must be taken.

Medical Certifications

For each absence, two medical certifications are required. The first should be submitted as soon as practicable and documents that the employee is unable to work. It also should state how long the employee is expected to be off work. The second statement documents that the employee is now able to return to work and may contain work restrictions.

The medical certification must:

- Be obtained from the employee or the treating physician immediately following determination that the employee is being placed off work;
- List the dates of absences and include a statement that the employee was unable to work for that specific period because of functional limitations on the employee's capacity to work;
- Be signed by a licensed physician or licensed practitioner;
- Be presented by the employee to the supervisor on the first day back to work authorizing the release of the employee to return to work, including any work restrictions.

Departments must ensure that proactive efforts are underway to manage medical certification expirations. If the employee's medical certification has expired, the department should contact the employee to obtain a current medical certification. This contact should typically be made by phone, by First Class mail (indicate on letter that this was sent by First Class mail), and by certified mail (indicate on letter how it was sent). Exceptions may apply but must be clearly documented in the file.

Where appropriate, the department should contact the employee to offer an interactive process meeting to discuss any reasonable accommodations that could be made.

Leave of Absence Without Pay (Non-Workers' Compensation Claims)

Under Civil Service Rule 16.02, Leaves of Absence Without Pay, each Department Head may grant a leave of absence from regular duties, without pay, for recovery from a prolonged illness or injury. This approval must be documented in the employee's return-to-work file. When the leave is for longer than twelve months, it must be approved by the Director of Personnel.

Each Department Head should evaluate such leaves of absence, and corresponding approvals, within the department. If an employee has been on unpaid leave for twelve (12) weeks or more, and there is no associated workers' compensation claim (industrial accident [IA]) resulting in the leave, the department should offer to conduct an interactive process meeting with the employee to determine if the department can

Subject:	Policy Number: 601
RETURN-TO-WORK	Effective Date: -- D R A F T --

reasonably accommodate the employee in the future. The CEO and/or the Department of Human Resources (DHR) will monitor departmental approval of these leaves of absence.

If an appropriate interactive meeting has been scheduled and the employee fails to meet or provide appropriate medical documentation for his/her absence from the meeting, the department should direct the employee to return to work when appropriate. If the employee does not report to work for three days, the department may commence implied resignation procedures under County Code Section 5.12.020. If the employee indicates he/she cannot return to work, other options including medical re-evaluations through the CEO, must be considered.

Workers' Compensation Claims

When employees are off work due to a workers' compensation claim (IA), the department has an obligation to regularly interact with the employee to determine if the employee can be reasonably accommodated to return-to-work. Such interaction, and offers to interact, must be documented in the employee's return-to-work file.

Interdepartmental Placement of Employees Returning to Work Following Approved Leave

Employees returning to work should be placed either in their own department or, if no position in their department is suitable, in another department, to a position consistent with their knowledge, skills and abilities, taking into consideration work restrictions, if any. Under provisions of Civil Service Rule 15, the Director of Personnel may authorize an interdepartmental placement (loan) of an employee or change the classification of an employee. See PPG 621 for more information on interdepartmental placements.

Disability Retirement

For Retirement Plans A, B, C, and D, the department may file for disability retirement benefits on behalf of an eligible employee according to the LACERA rules. An employee is deemed eligible by the LACERA Board of Retirement based on a determination that the employee is permanently incapacitated and unable to perform their regular job duties.

Medical Separation

For Retirement Plan E participants, the department may request approval from the CEO, Risk Management Branch to medically separate the employee from County service when the:

- Employee's condition meets Social Security Disability criteria, and
- Employee has indicated no interest in participating in an interactive meeting or discussing reasonable accommodations, and

Subject:	Policy Number: 601
RETURN-TO-WORK	Effective Date: -- D R A F T --

- Employee's treating physician has indicated that the employee will probably never be able to return to gainful employment.

AUTHORITY

County Code: Title 5 – Personnel, Chapter 5.31 - Health, Safety Program and
Workers' Compensation; Sections 5.31.030, 5.31.040, 5.31.060, and 5.31.070.
County Code Section 5.12.020, Resignation – Procedures and methods
Civil Service Rule 15. 02, Interdepartmental transfers
Civil Service Rule 15. 03, Change of classification
Civil Service Rule 16.02, Leaves of absence without pay
Department of Human Resources Policies, Procedures and Guidelines (PPG) No. 621
California Fair Employment and Housing Act
Federal Americans with Disabilities Act (ADA)

The Director of Personnel has delegated responsibility for administering the Countywide Environmental Health and Safety Program to the Chief Executive Office (CEO).

The CEO administers and provides policy direction for the Countywide Environmental Health and Safety Program and Employee Service Rehabilitation Program based on delegated authority from the Director of Personnel.

DATE ISSUED

Original Issue Date:
Review Date:

Subject:	Policy Number: 601
RETURN-TO-WORK	Effective Date: -- D R A F T --

APPENDIX A

EMPLOYEE PROFILE

I/A NON I/A

(Circle One)

PERSONAL INFORMATION			
Employee Name		Employee Number	
Payroll Title			
Home Address			
Home Phone		Other Contact Number	
LEAVE HISTORY			
Working <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of Injury/Illness	Leave Start Date	Leave End Date
Claim Status: <input type="checkbox"/> Delayed _____ <input type="checkbox"/> Denied _____ <input type="checkbox"/> Accepted Date _____ <input type="checkbox"/> Closed _____ Date Date Date Date			
Benefits: <input type="checkbox"/> TTD <input type="checkbox"/> Post TD <input type="checkbox"/> PD <input type="checkbox"/> STD <input type="checkbox"/> LTD <input type="checkbox"/> Other _____			
WORK RESTRICTIONS			
TEMPORARY <input type="checkbox"/> _____ IPM Date: _____ Date Received			
Type of Accommodation			
<input type="checkbox"/> U&C _____ <input type="checkbox"/> WHA Start _____ End _____ Extended To _____ RTW Date			
PERMANENT <input type="checkbox"/> _____ IPM Date: _____ (Prior to Settlement) Date Received			
PERMANENT <input type="checkbox"/> _____ IPM Date: _____ (Settlement) Date Received			
OTHER MED CERT <input type="checkbox"/> _____ IPM Date: _____ (Non I/A) Date Received			
Conditional <input type="checkbox"/> U&C _____ <input type="checkbox"/> Alt/Mod _____ <input type="checkbox"/> Assignment Start _____ End _____ Extended To _____ RTW Date RTW Date Pending <input type="checkbox"/> Disability Retirement <input type="checkbox"/> Countywide Job Search <input type="checkbox"/> Other			
Assignment Dates/Duties of Assignment Location / Discussion with Supervisor:			
Name of Immediate Supervisor:		Phone Number:	
Immediate Supervisor follow-up dates			
_____	Status:		
Date	Status:		
_____	Status:		
Date	Status:		
_____	Status:		
Date	Status:		



GAIL FARBER, Director

COUNTY OF LOS ANGELES

DEPARTMENT OF PUBLIC WORKS

"To Enrich Lives Through Effective and Caring Service"

900 SOUTH FREMONT AVENUE
ALHAMBRA, CALIFORNIA 91803-1331
Telephone: (626) 458-5100
<http://dpw.lacounty.gov>

Fujioka
Culp
Sheehan
Goff
Baker

ADDRESS ALL CORRESPONDENCE TO:
P.O. BOX 1460
ALHAMBRA, CALIFORNIA 91802-1460

April 20, 2010

IN REPLY PLEASE

REFER TO FILE: C-1

TO: Each Supervisor

FROM: Gail Farber *Gail Farber*
Director of Public Works

**BOARD MOTION OF MAY 12, 2009, AGENDA ITEM 71
QUARTERLY REPORT OF DELEGATION OF AUTHORITY
AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009
JANUARY THROUGH MARCH 2010**

RECEIVED
2010 APR 21 PM 3:55
CHIEF EXECUTIVE OFFICE

On May 12, 2009, your Board approved delegating to the Director of Public Works the authority to adopt plans and specifications, advertise for bids, award construction contracts, execute change orders, accept projects, and enter into agreements for road, highway, and bike trail infrastructure economic stimulus projects funded by the American Recovery and Reinvestment Act of 2009.

As part of the approved action, I was directed to submit quarterly reports to your Board on the delegated actions taken to deliver these projects. Attached is a summary of the delegations of authority for the first quarter of 2010.

If you have any questions or need additional information, please contact Jolene Guerrero of my staff at (626) 458-4975.

JFG:ma

O:\Projects\Federal Economic Stimulus\Qtrly Report Jan - Mar 2010.doc

Attach.

cc: Chief Executive Office (William T Fujioka, Lari Sheehan) ✓
County Counsel
Executive Office

Quarterly Report of Delegated Activities for the
American Recovery and Reinvestment Act of 2009
January through March 2010

Adopt and Advertise

None

AWARD

Date of Approval	Project ID No.	Project	Sup Dist	Contractor	Amount
01/12/2010	RDC0015221	Los Angeles River Bike Trail	1, 2, 4	All American Asphalt	\$743,000.00
				Total:	\$ 743,000.00

CHANGES IN WORK

Date of Approval	Project ID No.	Project	Sup Dist	Change Order Number	Amount
01/04/2010	RDC0015116	Traffic Signal Upgrades at Whittier Boulevard, et al.	1, 4	1	13,500.00
01/04/2010	RDC0015116	Traffic Signal Upgrades at Whittier Boulevard, et al.	1, 4	2	1,297.66
01/04/2010	RDC0015116	Traffic Signal Upgrades at Whittier Boulevard, et al.	1, 4	3	5,455.44
01/04/2010	RDC0015116	Traffic Signal Upgrades at Whittier Boulevard, et al.	1, 4	4	1,552.50
01/04/2010	RDC0015213	Washington Boulevard, et al.	1, 4	1	1,216.60
01/04/2010	RDC0015213	Washington Boulevard, et al.	1, 4	2	(57,080.26)
01/04/2010	RDC0014415	Rosemead Boulevard	5	1	1,000.00
01/04/2010	RDC0014415	Rosemead Boulevard	5	2	2,700.00
01/06/2010	RDC0015116	Traffic Signal Upgrades at Whittier Boulevard, et al.	1, 4	5	4,703.40
01/14/2010	RDC0015208	Firestone Boulevard, et al.	1, 2	1	0.00
01/14/2010	RDC0015210	El Segundo Boulevard, et al.	2	1	0.00
01/14/2010	RDC0015209	Crenshaw Boulevard, et al.	2	1	0.00
01/14/2010	RDC0015217	Graves Avenue, et al.	1	1	(23,287.80)
01/15/2010	RDC0015116	Traffic Signal Upgrades at Whittier Boulevard, et al.	1, 4	6	(4,512.20)
01/15/2010	RDC0015116	Traffic Signal Upgrades at Whittier Boulevard, et al.	1, 4	7	(2,527.22)
01/25/2010	TSM0010177	Traffic Signal LED Indication And Mast Arm Street Name Sign Upgrade, Phase 2	1, 4, 5	1	0.00
01/26/2010	TSM0010177	Traffic Signal LED Indication And Mast Arm Street Name Sign Upgrade, Phase 2	1, 4, 5	2	(50,316.00)
02/16/2010	RDC0015217	Graves Avenue, et al.	1	2	7,560.00
03/02/2010	TSM0010177	Traffic Signal LED Indication And Mast Arm Street Name Sign Upgrade, Phase 2	1, 4, 5	3	(10,711.00)
03/02/2010	TSM0010177	Traffic Signal LED Indication And Mast Arm Street Name Sign Upgrade, Phase 2	1, 4, 5	4	(10,483.00)
03/03/2010	RDC0015217	Graves Avenue, et al.	1	3	0.00
03/18/2010	RDC0015212	120th Street, et al.	2	1	3,976.45
				Total:	\$ (115,955.43)

Quarterly Report of Delegated Activities for the
American Recovery and Reinvestment Act of 2009
January through March 2010

ACCEPTANCES

Date of Approval	Project ID No.	Project	Sup Dist	Final Contract Amount
03/18/2010	RDC0015212	120th Street, et al.	2	159,664.80
01/25/2010	RDC0015213	Washington Boulevard, et al.	1, 4	291,111.34
Total:			\$	450,776.14

Financial Agreements with Cities

None